



SBIR/STTR Proposal Workshop

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for the TriTech SBDC

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Small Business Innovation Research

- Small Business < 500 employees
- Innovation (i.e. unique approach)
- Research-capable of conducting research
- SB is prime contractor and inventor
- 11 Participating Agencies, each with their own requirements



Small Business Technology Transfer

- University or federal research center (public-funding) is inventor
- Public research center is prime contractor
- SB is the commercialization agent
- Fewer agencies (4-5) and different requirements than SBIR



Target Audience: The Committees

- Contracts vs. Grants
- What are they looking for: their needs met
- Typical Evaluation Process
- Positioning Your Solution to their needs
- Unsolicited and Miscellaneous Topics



Finding a Topic

- Identifying Agencies and Topics
- Evaluating Topic's Requirements
- Identifying Topics that Fit Your Needs
- Multiple Submissions



Planning for the Proposal Submission

- Working Backwards from the Due Date
- Talking to the Agency
- Role of the Editor
- Putting Together the Team
- Pulling it altogether: the Checklist



The Team Approach

- The Small Business
- Universities or Federal Laboratories
- Corporate Partners
- Subcontractors vs. Consultants



Specific Aims and the Workplan

- Defining Project Objectives
- Roles of the Team Members
- Deliverables
- Timeframe and Budgets



Building a Budget

- What do you know?
- What don't you know?
- Filling in the Gaps



The Writing Process

- How to Get Started
- Format and Subsections
- The Abstract
- The First Two Pages



The Electronic Submission Process

- Plan Ahead
- Write Separate Chapters
- Submission through [Grants.gov](https://www.grants.gov)



Next Steps

- The Tracking Number
- Committee Evaluations
- Timeframes
- Debriefing and Resubmissions